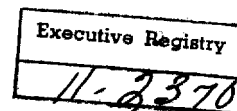


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13 March 1959

MEMORANDUM FOR : [REDACTED]

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SUBJECT : Report of Cable Secretariat Operations
from 1-28 February 1959

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 10,790 IN cables, 3,956 OUT cables, 892 TD's and 762 miscellaneous items for a total of 16,400 work items for February 1959. This represents a decrease of 2,600 items or 16% below the 1958 monthly average of 19,000 work items.

b. Cables decreased 1,954 or 13% below the 1958 monthly average of 16,700 cables. February 1959 total is 1,066 or 7% less cables than January 1959 and 1,284 or 8% less cables than February 1958.

c. TD's decreased 230 or 25% below the 1958 monthly average of 1,122 TD's.

d. We processed an average of 719 cables Monday through Friday, 406 on Saturday and 97 on Sunday.

e. 825 cables or 5% of all cables processed were furnished to the Director as compared to 1,001 or 6.5% for January 1958.

2. Personnel

During the month we lost one Clerk Typist (maternity leave) and one Cable Analyst transferred to EE Division to accept an overseas assignment. We are three short of our ceiling strength of [REDACTED] However, the Office of Personnel is aware of our needs and hopes to get us up to ceiling shortly.

3. General

a. The Cable Secretariat has agreed to participate in a test in which flexowriter tapes containing INTEL information reports will be mailed from [REDACTED] and processed by the Cable Secretariat in the same manner as though

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they had been sent electrically. This decision was made by the Agency Planning Group for a Mechanically Integrated Reporting and Communications System as a means of speeding up the reporting of intelligence.

b. We have completed the conversion of our RI/CR and sensitive pseudonym and cryptonym cards to the Flexoline System. The RI/CR pseudonym, cryptonym and true name flexoline strips amount to approximately [REDACTED] strips. The sensitive flexoline strip file contains approximately [REDACTED] strips. In the sensitive strip file the pseudo and true names are on separate flexoline strips. The same is true for the RI/CR file.

c. The Management Staff in its study of our office dated 12 August 1957 established some tentative individual production goals and asked that we review our production in order that fairly firm goals might be established. We have completed a study of the production for one week in January and find that we are quite close to the goals established. I plan to complete a study of four additional weeks (one week in each of the months March, April, May and June) and submit our findings for review by the Management Staff together with our recommendations. As a related factor to individual production goals, I am concerned with shift production goals as well. To staff properly to attain the desired production, we are concerned with our actual present-for-duty strength as well as individual production standards. I believe that by comparing effective strength with assigned strength, we can get a more realistic picture of our current production potential and from it should be able to project or estimate our future production potential. Accordingly, I have commenced a study which we will run for the next several months to obtain basic data as shown in attachment A. While I may find that the figures derived cannot be compared directly with similar figures for the Agency, nonetheless I feel that the information will assist me in planning and meeting our staffing requirements.

4. Training

a. During the month we held our second Cable Secretariat Seminar for Cable Analysts. The Seminar afforded the Cable Analysts an opportunity to iron out problems relating to the distribution of cables and make suggestions as to how to improve our dissemination.

b. On 24 February 1959, we started the Cable Typist Training Program. The Cable Typist Training Program is designed to provide on-the-job training to Typists assigned to the Cable Secretariat. We stress the need for the Cable Typist to recognize the need for a high standard of

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typing accuracy, and we assist him in improving his typewriting skill through the review of proper typewriting techniques, in improving his work habits, and in building his confidence in his skill through perfection of that skill. The Office of Training has been notified of our Cable Typing Program and we expect the course to qualify as creditable on-the-job training under the provisions of [REDACTED] and to count toward the 5% in-training requirement contained in that Regulation.

[REDACTED]

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Cable Secretary

Attachment:
Tab A

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